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## **COMMUNITY SERVICES COMMISSION**

Barbara Cardillo, Chair  
Toni Blackstock  
Nancy Marcus  
Nikhita Iyar

Susan Gomez, Vice Chair  
Matt Guettler  
Michelle Thiebaud  
Alexander McNulty

### **TOWN OF LOS GATOS COMMUNITY SERVICES COMMISSION AGENDA**

**THURSDAY, OCTOBER 1, 2009  
5:00 P.M.**

**208 East Main Street, Room 208  
Neighborhood Center (Upstairs)  
Los Gatos, California**

### **PARTICIPATION IN THE PUBLIC PROCESS**

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Community Services Commission meeting.

The purpose of the Community Services Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Community Services Commission meetings include, but is not limited to:

- Addressing the Community Services Commission without first being recognized;
- Interrupting speakers, Community Services Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Community Services Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Community Services meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 110 E. Main Street and are also published on the on the official Town of Los Gatos website. Copies of desk items distributed to members of the Commission at the meeting are available for review in the Neighborhood Center at front desk.

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (408) 354-6888. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]**

COMMUNITY SERVICES COMMISSION  
OCTOBER 1, 2009 AGENDA

1. **ROLL CALL**
2. **MINUTES**
  - 2.1 Approval of September 3, 2009 Minutes (Attachment 1)
3. **COMMUNICATIONS**

(Three minute time limit per speaker for subjects not on agenda.)

  - 3.1 Verbal
  - 3.2 Written
4. **STAFF REPORTS: Informational**
  - 4.1 RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2004-60, 1996-36, 1993-99, AND 1988-215 (Attachment 2)
5. **COMMITTEE REPORTS:**
  - 5.1 Steering Committee- (Cardillo) - Approve Annual Calendar (Attachment 3)
  - 5.2 Grant Evaluation (Gomez): No report
  - 5.3 Disaster Preparedness/CERT Activities (Cardillo): Informational, only
6. **LIAISON REPORTS: Informational Reports**
  - 6.1 General Plan Committee (Cardillo)
  - 6.2 County Housing and Community Development (Guettler)
  - 6.3 Town Youth Commission (Hadar)
  - 6.4 Drug Free Community (Blackstock)
  - 6.5 Senior Services Consortium/COA (Marcus)
7. **ADJOURNMENT**

**ATTACHMENTS:**

1. September 3, 2009 Minutes
2. RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2004-60, 1996-36, 1993-99, AND 1988-215
3. Approval Annual Calendar

**ATTENDANCE:** Please contact the Commission Chair or the Community Services Department at (408) 354-6888 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from four regular meetings held in a twelve month period, shall surrender his or her office on the Commission.

# COMMUNITY SERVICES COMMISSION

## RESOLUTION 2009-\_\_

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2004-60, 1996-36, 1993-99, AND 1988-215

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

#### 1. Membership-Organization

- a. The Community Services Commission consists of nine (9) voting members. Seven (7) are members over eighteen (18) years of age. Their terms of office are three (3) years and until their successors are appointed. Two (2) members of the Commission shall, at the time of their appointment, have completed the ninth (9<sup>th</sup>) grade, shall be students enrolled in an accredited school, and shall be no more than eighteen (18) years old. Their terms of office are one (1) year and until their successors are appointed.

The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.

The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Community Services Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

- b. Five (5) voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- c. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- e. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

- f. Residency and meeting attendance requirements will conform with current Town Resolutions.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the housing and human service needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
  - 1. The goals and objectives contained in the Human Service Element of the Town's General Plan; and
  - 2. The coordination of community services programs between the Town and other agencies, both public and private; and
  - 3. Emerging community needs, including demographic and economic trends.
- b. The Commission shall make recommendations to Town Council concerning projects to be included in funding applications under the Housing and Community Development Act of 1974 and perform the duties necessitated by the Act upon the request of Town Council.
- c. In developing recommendations to the Town Council, the Commission should:
  - 1. Elicit the interest and support of various relevant community individuals and groups.
  - 2. Study and examine sources of public and private funding to meet housing and community service needs.
  - 3. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
  - 4. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- d. The Commission may send representatives, when appropriate, to other bodies or commissions.
- e. The Commission shall perform other duties as assigned by the Town Council.

**BE IT FURTHER RESOLVED** that Resolutions 2004-60, 1996-36, 1993-99, and 1988-215 are hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21<sup>st</sup> day of September, 2009, by the following vote:

**COUNCIL MEMBERS:**

AYES:

NAYS:

ABSENT:  
ABSTAIN:

SIGNED: /s/ Mayor Mike Wasserman  
MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST: /s/ Jackie D. Rose  
CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA



# Community Services Department

## MEMORANDUM

208 E. MAIN STREET  
LOS GATOS, CA 95030



**To:** Community Services Commission

**From:** Steering Committee

**Subject:** Approval Annual Calendar

**Date:** September 23, 2009

At its September 21<sup>st</sup> meeting, the Town Council approved the revised resolution provided to us earlier in the month. The Council did not, however, adopt the recommendation to set the regular number of Commission meetings at four per year. Rather, they asked that the Commissions recommend a meeting schedule.

During the last several years, the Commission has cancelled a number of meetings due to lack of business; it has become clear that fewer than twelve meetings per year are required. The Steering Committee held a conference call in July to draft an annual schedule.

### **Recommendation:**

The schedule below is presented for the Commissions discussion/approval:

February: Any Evaluation Committee reports and Liaison Reports

In the years that the Grant Review process is implemented (the Town is now on a two-year schedule) the CSC would likely have a meeting in March or April.

May: Town Manager Budget Presentation

August or September: Community Services Connection Reports (half) and Liaison Reports

November: Community Services Connection Reports (the other half) and Liaison Reports

The Commission should also evaluate the meeting day, Monday through Friday, and time.